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General Manager

GUY PETRABORG, P.E., G.E.  
Director of Engineering & Compliance

PETER SKINNER  
Director of Finance & Administration

TIM BROWNELL  
Director of Operations

ZOE SHOATS  
Director of Communications

ROBERT WELLINGTON  
Legal Counsel

# MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

*Home of the Last Chance Mercantile*

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT REGULAR MEETING MINUTES

Friday, 9:00 a.m.  
October 23, 2020

MRWMD Bales Boardroom and Via Zoom  
14201 Del Monte Blvd., Monterey County, CA

**MEMBERS PRESENT:** Carrie Theis (Chair), City of Carmel-by-the-Sea Councilmember  
Gary Bales, City of Pacific Grove  
Leo Laska, Pebble Beach Community Services District Director  
Jane Parker, (Unincorporated) Monterey County Board of Supervisors Chair (District 4)  
Dennis Allion, City of Del Rey Oaks  
Jerry Blackwelder, City of Sand City Vice Mayor  
Dan Albert, City of Monterey Councilmember  
Bruce Delgado, City of Marina Mayor  
Jason Campbell, (Vice Chair) City of Seaside

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Tim Flanagan, General Manager  
Rob Wellington, Legal Counsel  
Guy Petraborg, Director of Engineering & Compliance  
Peter Skinner, Director of Finance & Administration  
Tim Brownell, Director of Operations  
Zoe Shoats, Director of Communications  
Garth Gregson, Finance Manager  
David Ramirez, Senior Engineer  
Ida Gonzales, Administrative Support Specialist (Acting Board Clerk)

**OTHERS PRESENT:** Mike Niccum, Pebble Beach Community Services District

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## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

### ROLL CALL AND ESTABLISHMENT OF QUORUM

Notice duly given and presence of a quorum established, the October 23, 2020 Regular Meeting of the Monterey Regional Waste Management District Board of Directors was called to order by Chair Theis at 9:02 a.m.

**PUBLIC COMMUNICATIONS**

No Public Comments on Items not on the Agenda.

**CONSENT AGENDA**

*Following a motion by Director Albert, seconded by Director Bales, the Board unanimously approved the Consent Agenda.*

- 1) **Approve Minutes of September 18, 2020 Regular Board Meeting.**
- 2) **Approve Report of Disbursements, and Board and Employee Reimbursements for September 2020.**
- 3) **Receive Report on October 7, 2020 Finance Committee Meeting.**
- 4) **Receive Report on October 7, 2020 Personnel Committee Meeting.**
- 5) **Approve 2021 Regular Board Meeting Calendar.**
- 6) **Approve Agreement with Trillium in the amount of \$105,998 for Design, Permit, Procurement, and Construction of modifications to the CNG Fueling Station for the CEC Grant Project.**
- 7) **Authorize Agreement with the Merced County Regional Waste Management Authority (MCRWMA) to Transport and Process Single Stream Recyclables (SSR) From Billy Wright Landfill Operations.**
- 8) **Authorize the General Manager to Execute a Contract with Mathews Mechanical for Materials Recovery Facility (MRF) Maintenance Access Improvement in the amount of \$71,700 (includes 5% contingency).**
- 9) **Authorize the General Manager to Execute a Contract with American Restore for Materials Recovery Facility (MRF) Tip Floor Concrete and Asphalt Repair in the amount of \$120,773.**
- 10) **a) Approve the MRF Maintenance Department Flexible Staffing Plan, and b) Approve the Revised Organizational Chart.**

*Following a motion by Director Albert, seconded by Director Bales, the Board unanimously approved the Consent Agenda.*

**PRESENTATIONS**

- 11) **Presentation on Report of Quarterly District Financials for Fiscal Year 2020/21.**

Peter Skinner, Director of Finance and Administration presented the Quarterly District Financials report for Fiscal Year 2020/21. Year to date revenues are ahead of budget by 19%. The operating expenses are 2% below budget and include one-time layoff cost, non-personnel expenses and recycling services costs. Projections for the remainder of the year at budget will result in 5% revenue over budget and 11% operating margin for the full fiscal year. MRF revenues are above budget by 50% due to higher volumes, favorable prices and timing of shipments. Power sales are 19% above budget due to uninterrupted engine operations. Financial performance for the quarter exceeds targets established during certain employee labor negotiations that triggers a process that may lead to reversing management and non-affiliated employee wage concessions. Further information on the reversal of wage concessions will be presented at the January Board meeting.

Director Delgado commented that it was good news the District is financially weathering the storm. He also asked what the pattern may be that is contributing to the increase of recyclables for the MRF and if the CRV centers being closed contributes to the District's sellable CRV income. Tim Brownell, Director of Operations responded that the District has not yet completed an analysis comparing pre-pandemic to current material flows. However, he noted most local CRV buy back centers were closed prior to the pandemic Mr. Brownell also noted that the District has made improvements to the MRF operations that may be contributing to the increase in recyclables.

Zoe Shoats, Director of Communications added that there is now a location in Seaside called Adas Recycling where the public can now redeem CRV recyclables.

**12) Presentation of Findings of CARB/MBARD Inspection of Landfill Gas Collection and Control System.**

Guy Petraborg, Director of Engineering and Compliance provided a summary of the District's recent inspection by Monterey Bay Air Resources Board District (MBARD), CA Air Resources Board (CARB) and Cal Recycle. CARB and MBARD performed an inspection in mid-September and Cal Recycle joined to inspect composting operations. A landfill inspection was completed on the landfill to minimize the excess of emissions from the landfill into the environment. The Physical inspection of 17 gas wells was completed with equipment to measure any emissions from the landfill. Nine wells out of 17 exceeded the threshold for emissions that have the potential for violation. Several areas of the District's landfill gas collection and control system are under review and MBARD is currently reviewing the District's Air Resource quarterly monitoring surveys.

Staff will respond to the findings of the inspections by creating an action plan to resolve the possible violations. The first response will be to respond to the request from MBARD for additional information and review the management of gas well monitoring. Quarterly reporting discussions will continue with the air board and staff will address internal measures will be monitors and changes to the internal process changes and report back to the Board.

Board discussion followed about the process on how the gas is collected, the monitoring equipment and the number of wells the District has on site. Currently, the District has 80 wells that are spaced 150 to 200 feet apart, depending on site conditions. The process in which the wells are monitored is under review and physical inspections to measure surface emissions will be increased from once a month to Bi-monthly to better monitor any methane coming off the site. Staff will report on the findings of the inspection by CARB and MBARD at the next Board meeting.

**OTHER ITEMS FOR BOARD CONSIDERATION, DISCUSSION AND ACTION**

**13) Receive SCS Engineers Waste Characterization Study Results.**

Senior Engineer, David Ramirez presented Results of the study conducted by SCS Engineers July and August of 2020 and yielded a weighted average contamination rate of 30.0% for all Single Stream Recycling (SSR) delivered to MRWMD. The previous year's rate was 22.0%. This reflects a significant increase in the amount of contamination compared to previous years. Items that were noted to contribute to the contamination of the SSR were carpets, textiles, and organic food waste.

There is not a clear identification of the reasons for the significant increase of contaminants although Shelter In Place orders and other impacts of COVID 19 might play a role in the increase. This study is one of the first waste characterization studies to be completed during the pandemic. SCS staff was also present and provided additional information and answered questions from the Board regarding sampling and questions on contamination by jurisdiction.

The District, TAC members and franchise haulers will meet monthly to look at ways for outreach and identify opportunities for outreach to reduce future contamination.

*It was moved by Director Laska, seconded by Director Campbell and unanimously carried To Receive SCS Engineers Waste Characterization Study Results*

### **STAFF REPORTS**

#### **14) Last Chance Mercantile Project Update**

Zoe Shoats, Director of Communications, briefed the Board on the continued efforts made by the LCM project team. The project team met with interested third parties and a group of former LCM employees to compile information about options available to the District for reopening the LCM. The RFQ for a third-party operator will be solicited this month and the results will be provided at a future Board meeting.

#### **Public Comment**

Members of the Public Gary Kregjsa and Tiffany Wilson addressed the Board in support of the reopening of the Last Chance Mercantile.

#### **15) Review Finance, Operating, and Recycling Reports.**

Garth Gregson, Finance manager presented the Operating reports from the month of September.

#### **16) Report on October 14<sup>th</sup> District Technical Advisory Committee Meeting.**

District staff, TAC members, Franchise Haulers, and Salinas Valley Recycles will continue to meet monthly to plan for SB1383 and review sections of the regulations where District jurisdictions or the District have areas of non-compliance that will need to be addressed prior to the implementation dates that begin January 2022.

### **GENERAL MANAGER COMMUNICATIONS**

General Manger reported that the lease agreement with Keith Day Company, Inc is being prepared for the December Board Meeting.

M1W accepted the District's offer for the District to take the lead role for completing M1W electrical connection final design, permitting, bidding, and construction. Staff will look to present a more complete outline of the revised project delivery plan at the December Board meeting.

**BOARD COMMUNICATIONS**

**17) Appoint Ad Hoc Nomination Committee to Consider Board Chair and Vice Chair Appointments.**

Chair Theis asked the Board for volunteers to serve on the nomination committee for the Board Chair and Vice Chair for 2021. Director Parker accepted and will contact Director Allion to assist with the nomination processes.

**CLOSED SESSION**

The Board met in closed session at 11:10 a.m. on the following matters:

1. Public Employee Performance Evaluation: General Manager

**RETURN TO OPEN SESSION WITH ANY REQUIRED ANNOUNCEMENTS FROM CLOSED SESSION**

The Board came back into open session at 12:09 p.m. Legal Counsel announced that in closed session the Board received information as to each of the closed session items; no reportable action was taken.

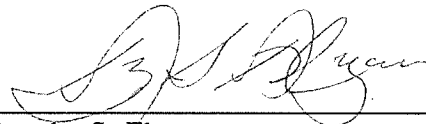
**ADJOURNMENT**

There being no further business to come before the Board at this time, the October 23, 2020 Regular Meeting of the Monterey Regional Waste Management District Board of Directors was adjourned by Chair Theis at 12:10 p.m.

**RECORDED BY:**

  
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Ida R. Gonzales  
Administrative Support Specialist/Acting Board Clerk

**AUTHENTICATED BY:**

  
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Timothy S. Flanagan  
General Manager/Secretary